



All commercial and industrial signs in the Town of Huntington are required to have a permit. The Huntington Town Code Section §198-97 requires that all signs other than those exempted in §198-92A shall be subject to the issuance of a sign permit and/or an inspection by the Sign Inspector to determine that the sign complies with all applicable regulations. No sign shall be erected until the inspection by the sign inspector is complete and sign permit has been issued.

## **PROCEDURE TO APPLY FOR A PERMIT TO ERECT A SIGN**

**APPLICATION: Complete Application Forms SP1, SP2 & SP 3.**

**\*\*\*\* YOU MUST HAVE YOUR CERTIFICATE OF OCCUPANCY OR A PERMITTED USE \*\*\*\*  
FROM BUILDING DEPARTMENT.**

**\*\*\*\*\* INCOMPLETE APPLICATION FORMS WILL BE RETURNED \*\*\*\*\***

**SURVEY: Free-Standing& Monument Signs,1 copy of a survey showing all structures and the location of the sign.(10') Ten foot setback off property line.**

**PLANS: Include: One (1) elevation and specification plan of the sign, showing dimensions, materials, details, wording & coloring of the sign. Plans must show dimensions of primary elevation.\*\*\*\* For all new free-standing & monument signs, Engineered Stamped Plans are Required.\*\*\*\*  
Awning signs, Require a Building Permit for the structure attached to building.**

**ALL SIGNS INSTALLED MUST MEET THE REQUIREMENTS OF CHAPTER 16 and CHAPTER 31 OF THE BUILDING CODE OF NEW YORK STATE  
CHAPTER 27 ELECTRICAL ACCORDANCE TO NFPA70.**

**ALL PLANS MUST SHOW SNOW & WIND LOADS FOR THE SIGN ALONG WITH FASTENERS THAT ANCHOR THE SIGN TO THE BUILDING.**

**FEE: Section §198-97, All signs are \$3.00 per sq ft: Minimum Fee \$75.00  
Fees are nonrefundable. Returned Check Fee \$20.00  
\*\*\*\*Signs installed without permit will be three times the amount established from above.\*\*\*\*  
Inspection fee as required per§ 198-97 (A) (3) shall be \$35.00 per sign  
with a maximum fee of \$125.00 per location.**

**CHECK, MONEY ORDER OR CREDIT CARD: MASTER CARD, VISA, AMERICAN EXPRESS, DISCOVER CARD  
\*\*\*\*\* NO CASH WILL BE ACCEPTED OVER \$25.00\*\*\*\*\*  
Please make checks payable to "Town of Huntington".**

**\*\*\*\*\*YOU MUST HAVE ALL FORMS FILLED OUT COMPLETELY\*\*\*\*\*  
SUFFOLK COUNTY CONSUMERS AFFAIRS SIGN INSTALLERS LICENSE NUMBER IS REQUIRED**

**For Further information, please call: Robert Simpson Senior Sign Inspector (631) 351.3140/351.3031  
FAX 631.351.3169 EMAIL: RSimpson@HuntingtonNY.gov  
Revised 9/20/2017**



# APPLICATION FOR SIGN PERMIT

Town of Huntington, 100 main st, Room 310 Huntington, N.Y. 11743  
631.351.3140 FAX 631.351.3169



DATE \_\_\_\_\_ ZBA NO. \_\_\_\_\_ BUILDING PERMIT / CO / PERMITTED USE NO. \_\_\_\_\_

FEE \$ \_\_\_\_\_ AREA OF SIGN \_\_\_\_\_ HT x \_\_\_\_\_ W = \_\_\_\_\_ SQ. FT OR .15% PRINCIPAL FRONTAGE = \_\_\_\_\_ SQ. FT.

ZONE \_\_\_\_\_ SITE PLAN DATE \_\_\_\_\_ SUFFOLK COUNTY TAX MAP#: 0400 SEC. \_\_\_\_\_ BLK. \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION OF LOT: (WHICH CORNER OR WHAT SIDE OF STREET & DISTANCE FROM NEAREST INTERSECTION?)

NAME OF BUSINESS \_\_\_\_\_ STORE OR BRANCH # \_\_\_\_\_

CORPORATION NAME \_\_\_\_\_

NAME OF APPLICANT SIGN OWNER \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

BUSINESS ADDRESS /PO BOX \_\_\_\_\_

CORPORATION BILLING ADDRESS \_\_\_\_\_

NEW ( ) REPLACEMENT ( ) SEND RENEWAL TO ( ) SIGN OWNER ( ) CONTRACTOR ( ) PROPERTY OWNER

( ) FACIAL BOX SIGN ( ) CHANNEL LETTER ( ) PIN LETTERS ( ) FREESTANDING ( ) MONUMENT ( ) AWNING ( ) WINDOW

( ) DIRECTORY SIGN ( ) FACIAL PANEL SIGN TO BE ILLUMINATED? ( ) YES ( ) NO TYPE: ( ) DIRECT ( ) INDIRECT

SIGN ELEVATION ( ) N ( ) S ( ) E ( ) W ( ) FUEL STATION CANOPY BUILDING: ( ) SINGLE TENANT ( ) MULTIPLE TENANT

ARE THERE ANY OTHER SIGNS ON THIS BUILDING? ( ) YES ( ) NO HOW MANY? \_\_\_\_\_

## AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK

SS:

COUNTY OF SUFFOLK

I, We ..... the owner of the premises described in this application have read the foregoing application and hereby consent that a sign be erected and maintained in accordance with this application.

PROPERTY OWNERS ADDRESS \_\_\_\_\_

SWORN BEFORE ME THIS ..... DAY

OF ..... 20.....

.....

Signature of Owner of Property

NOTARY OF PUBLIC

## AFFIDAVIT OF SIGN OWNER

In consideration of the foregoing application made to the Department of Public Safety of the Town of Huntington,

Huntington, N.Y., (I) (We) .....

Hereby agree to preserve and save harmless the Town of Huntington from any and all liability and damage and from all cost and expense for and by reason of any injury or damage to persons or property arising from or in any way connected with the erection, placing or hanging of such sign or in the maintenance thereof

SWORN BEFORE ME THIS ..... DAY

Of ..... 20.....

.....

Signature of Sign Owner

NOTARY OF PUBLIC

## FOR CREDIT CARD PAYMENT FILL OUT BELOW:

AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER CARD ☐ AMOUNT \$ \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ 3 DIGIT CODE ON BACK OF CARD \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARD HOLDER SIGNATURE X \_\_\_\_\_ 4 Digit Code for Amex \_\_\_\_\_

For Office Use Only

APPROVED DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_ APPROVED BY \_\_\_\_\_ CHECK # \_\_\_\_\_

Historic Preservation Review - Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ SITE PLAN \_\_\_\_\_ Sign Fee \$ \_\_\_\_\_ 3X FEE \$ \_\_\_\_\_



TOWN OF HUNTINGTON  
SIGN CONTRACTOR / INSTALLER INFORMATION  
100 MAIN ST, ROOM 310 HUNTINGTON, NY 11743  
631.351.3140 FAX 631.351.3169



NAME OF SIGN CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

SUFFOLK COUNTY SIGN HANGERS LICENSE NUMBER \_\_\_\_\_

DATE OF EXPIRE \_\_\_\_\_

NAME OF ELECTRICAL CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

SUFFOLK COUNTY ELECTRICAL LICENSE NUMBER \_\_\_\_\_

DATE OF EXPIRE \_\_\_\_\_

**ALL NEW ILLUMINATED SIGNS INSTALLED REQUIRE A  
ELECTRICAL INSPECTION CERTIFICATE.**

**\*\*\*\*NOTE COPY OF INSURANCE &**  
**CERTIFICATE OF WORKMEN'S COMPENSATION AND DISABILITY BENEFITS:**

Proof that required workers' compensation and disability benefits coverage  
has been obtained, or is not required per Section 57 of the Workers' Compensation  
Law and Section 220, subd. 8 of the Disability Benefits Law.

**ARE REQUIRED\*\*\*\***



**APPLICATION FOR HOME OCCUPATION SIGNS**  
Town of Huntington, 100 main st, Room 310 Huntington, N.Y. 11743



**INSPECTION FEE \$35.00 PER SIGN**

DATE \_\_\_\_\_ INSPECTION FEE \$ \_\_\_\_\_ ZBA NO. \_\_\_\_\_ **BUILDING PERMIT / CO / PERMITTED USE NO.** \_\_\_\_\_

**PROPERTY TAX MAP#: 0400 SEC.** \_\_\_\_\_ **BLK.** \_\_\_\_\_ **LOT** \_\_\_\_\_ **AREA OF SIGN** \_\_\_\_\_ **HT x** \_\_\_\_\_ **W =** \_\_\_\_\_ **SQ.FT** \_\_\_\_\_

**ZONE** \_\_\_\_\_

**LOCATION OF LOT: (WHICH CORNER OR WHAT SIDE OF STREET & DISTANCE FROM NEAREST INTERSECTION?)**

\_\_\_\_\_ **PHONE # ( )** \_\_\_\_\_

**NAME OF BUSINESS** \_\_\_\_\_ **NAME OF OWNER** \_\_\_\_\_

**BUSINESS ADDRESS /PO BOX** \_\_\_\_\_

**TOWN** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**NEW ( ) REPLACEMENT ( )** **SEND RENEWAL TO ( ) PROPERTY OWNER**

**( ) PIN LETTERS ( ) FREESTANDING ( ) MONUMENT**

**( ) FACIAL PANEL SIGN TO BE ILLUMINATED? ( ) YES ( ) NO TYPE: ( ) DIRECT ( ) INDIRECT**

**SIGN TO FACE ( ) N ( ) S ( ) E ( ) W**

**NAME OF CONTRACTOR / INSTALLER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE ( )** \_\_\_\_\_

**SUFFOLK CONSUMER AFFAIRS SIGN INSTALLERS LICENSE NUMBER #** \_\_\_\_\_

**CONTRACTORS ELECTRICAL LICENSE NUMBER AND NAME #** \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER**

STATE OF NEW YORK  
SS:  
COUNTY OF SUFFOLK

I, We .....the owner of the premises described in this application have read the foregoing application and hereby consent that a sign be erected and maintained in accordance with this application.

**PROPERTY OWNERS ADDRESS** \_\_\_\_\_

**SWORN BEFORE ME THIS .....DAY  
OF.....,20.....**

.....  
**NOTARY OF PUBLIC**

.....  
**Signature of Owner of Property**

**INSPECTION FEE \$35.00 PER SIGN**

**AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER CARD ☐ AMOUNT \$** \_\_\_\_\_

**ACCOUNT #** \_\_\_\_\_ **3 DIGIT CODE ON BACK OF CARD** \_\_\_\_\_ **EXPIRATION DATE** \_\_\_\_\_

**CARD HOLDER SIGNATURE X** \_\_\_\_\_ **4 Digit Code for Amex** \_\_\_\_\_

.....  
**For Office Use Only**

**APPROVED DATE** \_\_\_\_\_ **APPROVED BY** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **INSPECTION FEE \$** \_\_\_\_\_

**Historic Preservation Review - Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_



## TOTAL MAX SQ FT OF FACIAL AND FREE STANDING SIGNS

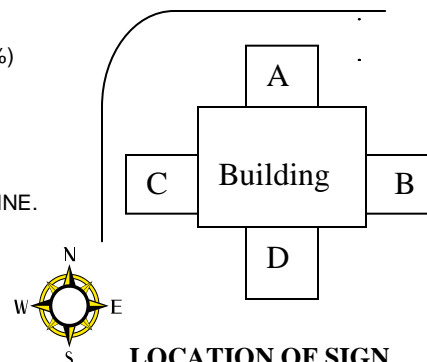
C-5,C-6,C-7,C-8 TOTAL AREA OF ALL (3) IDENTIFICATION SIGNS 60 SQ FT OR (15%)

C-2,C-3,C-4,C-9,C-10,C-11 TOTAL AREA OF ALL (3) IDENTIFICATION SIGNS 30 FT OR (15%)

C-1,C12 TOTAL AREA OF (1) FACIAL SIGN 10 SQ FT

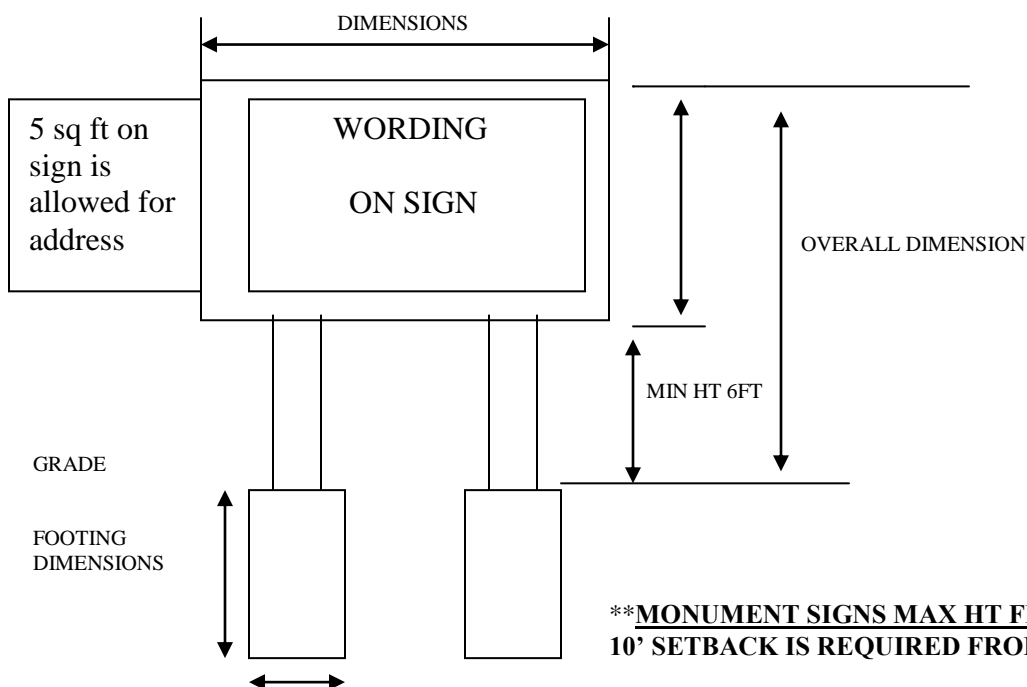
I-1, I-2, I-3, I-4 TOTAL AREA OF (1) FACIAL SIGN 60 SQ FT

FREE STANDING SIGN AREA (32) SQ FT 10 FT SET BACK FROM STREET RIGHT -WAY LINE.



LOCATION OF SIGN

### REQUIRED FREE-STANDING / MONUMENT SIGN INFORMATION, ENGINEERED STAMP PLANS REQUIRE FOR ALL NEW SIGNS!



**\*\*MONUMENT SIGNS MAX HT FROM GRADE 6' FT.  
10' SETBACK IS REQUIRED FROM PROPERTY LINE.**

SQUARE FOOTAGE OF BUILDING FRONTAGE = \_\_\_\_\_ HEIGHT X WIDTH

SQUARE FOOTAGE OF FACIAL SIGN = \_\_\_\_\_

SQUARE FOOTAGE OF PROPOSED SIGN = \_\_\_\_\_

TOTAL SQUARE FOOTAGE ALL SIGNS = \_\_\_\_\_

ILLUMINATION                      EXTERNAL \_\_\_\_\_

INTERNAL \_\_\_\_\_

### SURVEY SHOWING LOCATION OF SIGN WITH SETBACKS FROM PROPERTY LINE

**\*\*\*ALL NEW FREE-STANDING SIGNS REQUIRE FOOTING INSPECTIONS\*\*\***

\*\*\*\*\*  
AS PER TOWN CODE 198-92 I (2) ANY PROPOSED FREE-STANDING SIGN WITHIN A HISTORIC DISTRICT, A HISTORIC OVERLAY DISTRICT OR A HISTORIC SITE OR LAND MARK SHALL BE SUBJECT TO A REVIEW AND APPROVAL OF THE TOWN OF HUNTINGTON HISTORIC PRESERVATION COMMISSION, AS WELL AS THE DIRECTOR OF PUBLIC SAFETY.

TOWN OF HUNTINGTON SIGN BUREAU

100 MAIN ST RM 310  
HUNTINGTON, NY 11743  
631.351.3140 FAX 631.351.3169

**FORM SP 3 2017**



## Free-Standing & Monument Sign Setbacks

**SET BACK MINIMUM : 10' FEET FROM PROPERTY LINE.**

**MIN 6 FT FROM GROUND TO BOTTOM OF SIGN FOR FREE-STANDING SIGNS.**

**\*\*\*MONUMENT SIGNS SHALL BE NO GREATER THAN SIX (6) FOOT HIEGHT ABOVE GRADE & NOR MORE THAN SIXTY (60) SQ FT IN AREA.**

<u>Set backs</u>	<u>Max. square footage</u>	<u>Max. height</u>
10	32	16'
11	34	17'
12	36	18'
13	38	19'
14	40	20'
15	42	21'
16	44	22'
17	46	23'
18	48	24'
19	50	25'
20	52	26'
21	54	27'
22	56	28'
23	58	29'
24	60 ***	30' ** <u>MAX HEIGHT ALLOWED BY TOWN CODE</u>
25	62	
26	64	
27	66	
28	68	
29	70	
30	72	
31	74	
32	76	
33	78	
34	80	
35	82	
36	84	
37	86	
38	88	
39	90	
40	82	
41	94	
42	96* *	<u>MAX SQ FT ALLOWED BY TOWN CODE</u>

**\*\*\*FOR MORE INFO SEE SECTION 198-92 I(2) A-H AND (3) -(5) OF THE TOWN CODE.\*\*\***

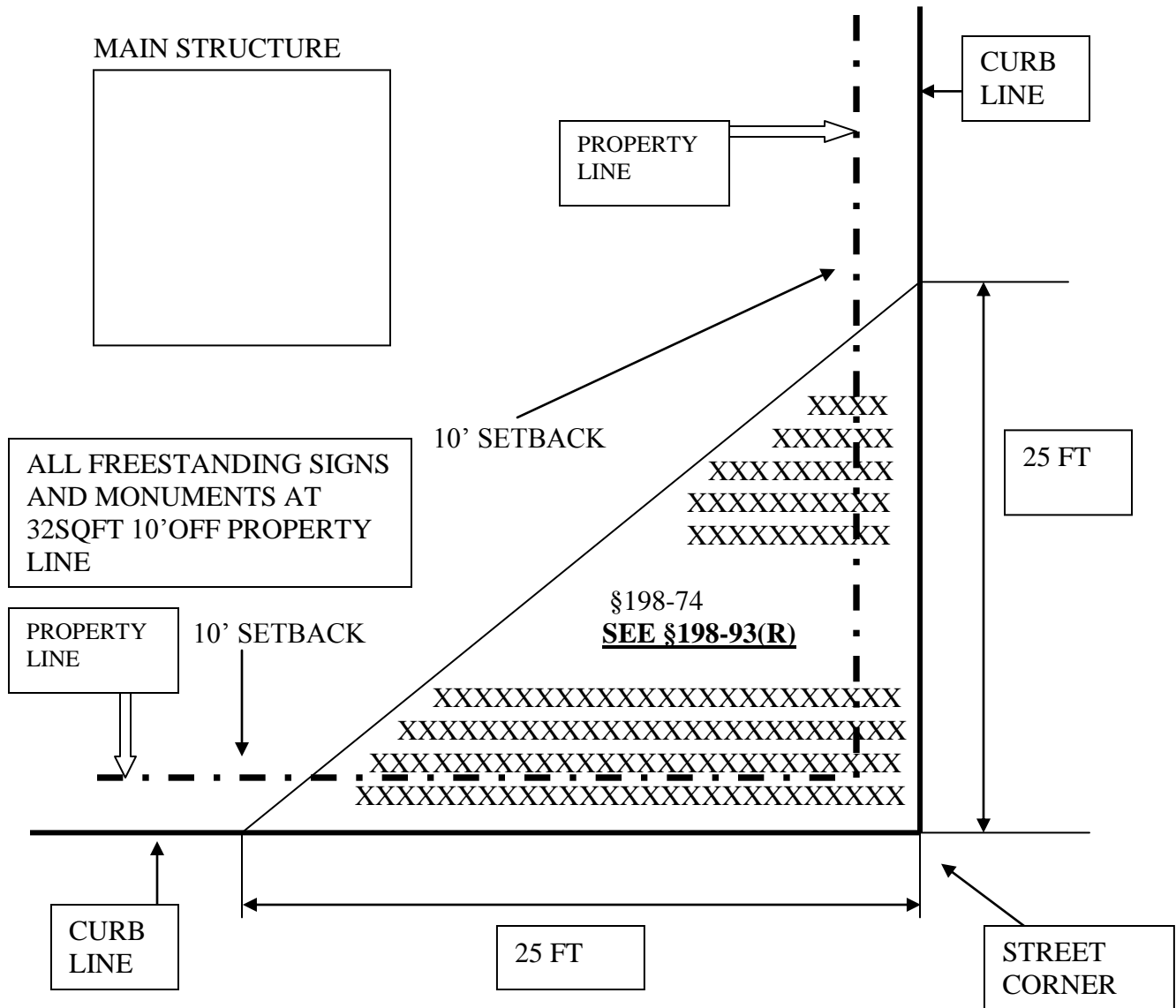
TOWN OF HUNTINGTON

100 Main St Rm310, Huntington, New York 11743-6991 • Phone (631) 351-3140 • Fax (631) 351-3169

[HTTP://HuntingtonNY.gov](http://HuntingtonNY.gov)

# §198-74. VISION OBSTRUCTIONS AT INTERSECTIONS

No wall, fence, hedge, shrub, advertising or identification sign or other structure or growth more than three (3) feet high, nor any other obstruction to vision, shall be erected or maintained on a corner lot within the triangular area bounded by the lines connecting the street corner of the lot and a point twenty-five (25) feet from such corner on each of the intersecting street lines. The exception to this provision shall be within the Huntington Village Business Improvement District, where a building, including the permitted accoutrements therein and thereon, may occupy the space described above.



## §198-93. Prohibited Signs.

( R ) : Any sign erected or maintained on a corner lot within the triangular area bounded by the lines connecting the street corner of the lot and a point twenty-five (25) feet from such corner on each of the intersecting street lines, except that one (1) single or double pole freestanding sign may be permitted within such area provided that the bottom of the sign is at least fifteen (15) feet above grade, and in the opinion of the enforcement officer, does not cause a vision obstruction or create a public nuisance or hazard.



For Office use only;  
 Approved Date: \_\_\_\_\_  
 Paid Amount :\$ \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

## TEMPORARY EVENT & GRAND OPENING SIGN APPLICATION

☐ **TEMPORARY EVENT**  
 ( 15 CONSECUTIVE DAYS ONLY)

☐ **GRAND OPENING**  
 ( 30 CONSECUTIVE DAYS )

1. Start of Display Date: \_\_\_\_\_ End of Display Date: \_\_\_\_\_
2. Business Name \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Tax Map #: \_\_\_\_\_
6. Contact Person : \_\_\_\_\_ Phone #: \_\_\_\_\_
7. Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_
8. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Types of Display Signage (Check All the sign types you plan to display)

- ☐ Temporary signs(maximum (5) not to exceed (90)sq ft, no single sign shall exceed (32)sq ft)
- ☐ Balloons      ☐ Pennants/Streamers      ☐ Flags      (United States Flag/any other Nation Exempt)
- ☐ Wind Animated Devices      ☐ Inflatable Statuary      ☐ Rigid Portable Signs (maximum height, 6 feet)
- ☐ Other \_\_\_\_\_

I certify that the information on this application furnished by me is true and correct and that the applicable requirements (see 198-93.1) of the Town of Huntington Sign code will be met. Applicant Signature: \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\* FEES: \$50.00 PER EVENT \*\*\*CHECK, MONEY ORDER OR CREDIT CARD ONLY \*\*\***

**FOR CREDIT CARD PAYMENT :** ACCOUNT # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**AMERICAN EXPRESS**    ☐ **VISA**    ☐ **MASTER CARD**    ☐ **DISCOVER CARD**    ☐ **AMOUNT\$** \_\_\_\_\_

**3 DIGIT CODE ON CARD** \_\_\_\_\_ **4 DIGIT ON AMEX** \_\_\_\_\_ **CARD HOLDER SIGNATURE** \_\_\_\_\_